



BIE



FACILITIES MANAGEMENT PROGRAM



THE FACILITIES MANAGEMENT PROGRAM IS COMPRISED OF THE FOLLOWING PROGRAMS:

OPERATIONS AND MAINTENANCE

MINOR IMPROVEMENT AND REPAIR (MI&R)

EMERGENCY REIMBURSEMENT

DEMOLITION

FACILITIES IMPROVEMENT AND REPAIR (FI&R)

EMPLOYEE HOUSING

QUARTERS IMPROVEMENT AND REPAIR (QI&R)

STRUCTURAL FIRE PROGRAM

COLLATERAL SAFETY DUTIES

ENVIRONMENTAL

ENERGY PROGRAM



OPERATIONS AND MAINTENANCE

O&M IS BROKEN INTO TWO SEPARATE PROGRAMS:

OPERATIONS AND MAINTENANCE.

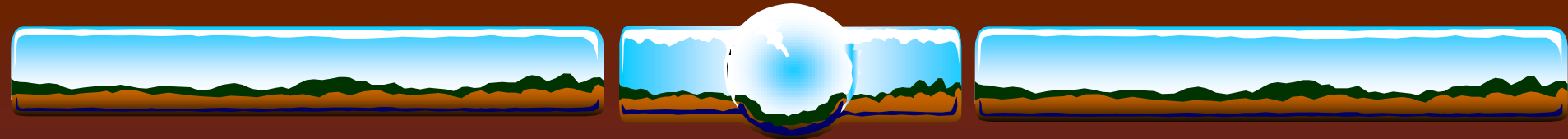
EACH PROGRAM HAS ITS OWN COST CODING FOR THE FEDERAL FINANCE SYSTEM. OPERATIONS CODE IS E3500 AND MAINTENANCE CODE IS E4500.



OPERATIONS & MAINTENANCE

WHAT IS O&M?

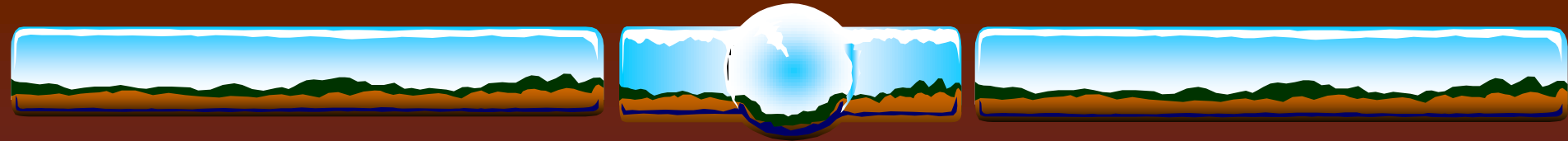
Operations & Maintenance is the performance of day-to-day activities required to maintain Bureau-owned and/or maintained facilities to the maximum extent possible for the benefit of the facilities users. The primary goal is to ensure that all facilities are maintained as a safe and healthy environment for the occupants and for the protection of property.



OPERATION & MAINTENANCE

WHO PERFORMS O&M?

O&M duties are performed by BIE Facilities staff at Bureau-operated locations or by schools operating under Grant (P.L. 100-297), Contract (P.L. 93-638) or Compact (Self Governance).



OPERATION & MAINTENANCE

WHAT IS O&M USED FOR?

O&M is divided into three categories:

- ✱ Operations

- ✱ Preventive (Scheduled)
Maintenance

- ✱ Unscheduled Maintenance



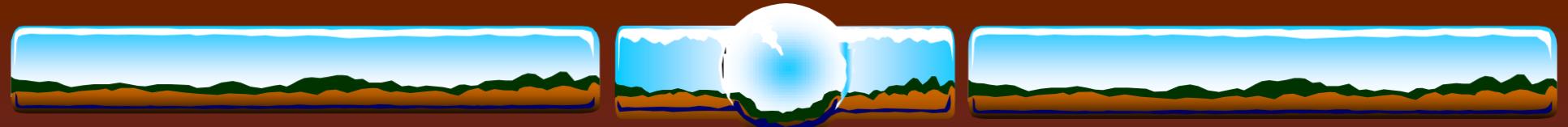
OPERATIONS

DAY-TO-DAY ACTIVITIES
REQUIRED FOR THE
OPERATION OF THE
O&M PROGRAM.



SAMPLES OF OPERATION ACTIVITIES

- ✱ CUSTODIAL SERVICES
- ✱ FIRE PROTECTION – RESPONSE & INSPECTION
- ✱ DAILY MONITORING OF UTILITY SYSTEMS AND SERVICES
- ✱ REFUSE COLLECTION
- ✱ UTILITY SERVICES – CONTRACTING, PAYMENTS
- ✱ IDENTIFY AND ABATE SAFETY & HEALTH DEFICIENCIES



**MAINTENANCE CONSISTS
OF THE FOLLOWING**

**PREVENTIVE MAINTENANCE
UNSCHEDULED MAINTENANCE
EMERGENCY MAINTENANCE**

**THESE ITEMS SHALL BE CHARGED TO THE
E4500 ACCOUNT**



MAINTENANCE

PREVENTIVE MAINTENANCE

Routine activities required to maintain facilities in good working condition. Inspections of all facility components conducted routinely to assure proper operation and condition and to identify more extensive replacement or repair needs. It is important to follow standard practices and manufacturer's maintenance procedures for particular systems and equipment.



MAINTENANCE

PREVENTIVE MAINTENANCE CONT'D

Preventive Maintenance is the most critical component of the O&M program to assure the protection of life and property and to optimize the full life cycle potential of all building components.



MAINTENANCE

PREVENTIVE MAINTENANCE CONT'D

A good Preventive Maintenance program is essential in assuring proper operation and extending useful life of facility components: equipment, structures, utilities, etc. 35%-40% of maintenance personnel's time is recommended to be spent on Preventive Maintenance tasks.



PREVENTIVE MAINTENANCE PLAN

Preventive Maintenance consists of inspections and maintenance performed on a scheduled basis for equipment, machinery, building systems, and components of building systems to assure proper operation, maximum efficiency and long-term life. FMIS has a PM Plan module.



UNSCHEDULED MAINTENANCE

Unscheduled Maintenance is the correction of unforeseen problems or deficiencies of less than \$2,500 cost that must take priority over routine maintenance and must be corrected as soon as possible. These type problems may or may not be life- or property-threatening in nature.



SAMPLES OF UNSCHEDULED MAINTENANCE ACTIVITIES

- ☀ Service calls- plumbing, sewer line stoppages, replace fuses, change light bulbs, etc.
- ☀ Major electrical, mechanical failures – other requirements and skills beyond capacity of local facilities personnel.
- ☀ Major repairs that could impact required program activities.
- ☀ Minor repairs- repairing hardware, doors, leaking valves, kitchen equipment, batteries, wind damaged roofing, pumps, motors, etc.



**OPERATIONS CONSISTS OF THE FOLLOWING
THAT ARE CODED TO THE E3500 ACCOUNT**

PROGRAM ADMIN
WORK SUPERVISION
LEAVE

UTILITIES
CUSTODIAL

SCHEDULED GROUNDS MAINTENANCE

GSA VEHICLE RENTAL
COMMUNICATIONS
PEST CONTROL
PROTECTION SERVICES
REFUSE DISPOSAL



O&M IS NOT USED FOR:

- ✱ FACILITIES IMPROVEMENT
AND/OR DESIGN WORK

- ✱ NEW CONSTRUCTION



TECHNOLOGY:

Is a detailed description of a specific task that must be performed on a specific inventory item at a certain frequency in order to keep it in peak operational condition. There are six categories of technologies engineered into the system.



ANNUAL WORK PLAN

An Annual Work Plan describes the amount of funding that is available for O&M of facilities and how the funding is to be expended. The AWP will include costs for personnel, utilities, vehicles, communications, refuse disposal, protection services or equipment, work supervision, employee leave, preventive maintenance, pest control, and program administration.



ANNUAL WORK PLAN (AWP):

Is generated manually or by the FMIS AWP module for specific buildings, locations, agency or site, and contains information on the work effort (labor, supplies, materials) required to maintain a given inventory item according to standard. In short, the FMIS AWP module generates the AWP by matching inventory items to technologies.



WORK ORDER SYSTEM

A Work Order/Work Ticket System is a system that provides a record of work requested and completed on a building or facility. A Work Order is a formal request indicating that work must be done on a facility. FMIS and Maximo contains a Work Order module.



BUILDING HISTORY FILES

Work Order/Ticket information is transferred to a Building History File for each building. A Building History File is a record of Operations and Maintenance work completed on a facility. Building History Files are important for tracking what work is being done, where it is being done, how much it is costing your program, and how long it takes to complete. It also tracks problem areas and helps identify when a facility should be replaced. FMIS and Maximo have capability of producing Work Order/Ticket reports and history.



MAXIMO VS. FMIS Operations

- ✱ At this time, Maximo (Indian Affairs Facilities Management System = IAFMS) is operational for the Work Order/Ticket system, Asset Listing and Backlog creation. Locations should be using Maximo.
- ✱ FMIS is still used for locations to upload Actual Costs such as utility, Communications, GSA Vehicle Rentals, Pest Control, and other Operational costs.



OPERATIONS AND MAINTENANCE DISTRIBUTION FORMULA

THE OPERATION AND MAINTENANCE FORMULA IS
COMPRISED OF THE FOLLOWING MAJOR CATEGORIES
OF DATA WHICH GENERATE THE FUNDING FOR EACH
LOCATION:

- FIXED COSTS FOR OPERATIONS
- TECHNOLOGIES/WORK PLANS
- LABOR COSTS
- MATERIAL COSTS
- ISOLATION
- EDUCATIONAL EFFICIENCY DEDUCTION



SPACE EXPANSION

The BIA Space Expansion policy is contained in a December 7, 1993 memo issued by Ada Deere, then-Assistant Secretary of Indian Affairs. The policy includes language that if the approval process is not followed, some locations will have to absorb the cost of O&M until official approval is obtained and the O&M funding is included in the budget request process.



SPACE EXPANSION

- ☀ All qualifying Facilities Construction projects requiring O&M funding shall be identified at least three months prior to the annual budget submission (March 1st) by the Line Officer.
- ☀ Education Line Officers shall submit funding requests to the Director, BIE for approval. Funding needs shall be submitted two years prior to occupancy in order to coincide with the budget cycle. Failure to follow this process may result in the respective program having to absorb the O&M costs until funding is budgeted.



SPACE EXPANSION

- ✱ In order to assure compliance to the BIA adopted codes, the A/E firm or BIA responsible staff shall certify in writing that the design of the new facility meets the applicable codes and standards. This certification shall accompany the drawings and specifications to be submitted to the Director, OFMC.
- ✱ The Division of Safety & Risk Management (DSRM) shall inspect completed facilities to assure code compliance. DSRM shall issue a Certificate of Occupancy (CO) to compliant facilities.



SPACE EXPANSION

- ✿ The Director, BIE shall certify that the facility meets applicable education criteria and space standards and/or applicable accrediting agency standards.
- ✿ The responsible Agency Superintendent, through the Regional Director, shall submit all applicable information under these procedures. A copy of the information shall be provided to the Director, BIE when educational facilities are involved.



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